

CITY OF SEATTLE
NOTICE TO CONSULTANTS
Request for Proposals (RFP) for
2010-2012 Natural Soil Building Program

The City of Seattle Public Utilities (SPU or Department) is seeking Proposals from consultants with expertise in volunteer recruitment in underserved neighborhoods, volunteer outreach coordination and phone hotline management for the Natural Soil Building Program.

It is intended that this contract will be done in phases. The initial phase will be to recruit and train Master Composter/Soil Builder Volunteers, provide staff and volunteer support to the Natural Yard Care Neighborhoods Program and offer full time Garden Hotline service as well as Hotline support for SPU Landscape Conservation through horticultural research and making presentations to garden clubs and other interested groups. The subsequent phases may include, but not necessarily be limited to, the above mentioned tasks.

The initial contract will cover the first phase only, and subsequent phases will be performed under amendments to this contract. It is the intent of SPU to use the same consultant(s) for all phases, subject to satisfactory performance by the consultant(s) in each phase. The cost of the first phase of the 2010 Natural Soil Building Program is estimated in the range of \$290,000 to \$311,000, with the time of performance for this phase expected to be complete by December 31, 2010. The ultimate estimated total value of all phases of this contract is currently expected to be in the range of \$870,000 to \$933,000, and the final completion date approximately December 31, 2012. At the sole discretion of the City, the Consultant may be asked to perform unanticipated additional work relating to this project, or work that is a logical progression from this project. Such additional work may require additional sub-consultants be added to the team, could increase the estimated value of this contract beyond the dollar amount, and could extend the contract duration estimated above.

To select the consultant(s), SPU will use a two-step process. In the first step, SPU will review the consultants' proposals, assess the consultants' qualifications, and select a short-list of the most qualified teams. In the second step, the short-listed consultants will be invited to interview.

Interested consultants must submit seven (7) copies of their proposal. The deadline for submitting proposals is close of business (COB), Wednesday, October 7, 2009.

Interested qualified consultants are encouraged to review the RFP, background documents, and any RFP addenda online at <https://www.ebidexchange.com/seattle>. Consultants are required to complete a free registration to view, print or save documents posted on this website and to view contact information for other consultants who have downloaded documents from this website. Consultants who are unable to access the City's ebid website can call or email SPU's designated contact person to make arrangements to have a packet sent electronically or mailed to them.

Anticipated selection schedule as follows:

Daily Journal of Commerce Ad	Thursday, September 3, and Tuesday, September 8, 2009
Presubmittal Meeting	Thursday, September 17, 2009
Proposals due	Wednesday, October 7, 2009 (Close of Business)
"Short List" determined	Friday, October 16, 2009
Interviews	Thursday, October 29, 2009 and possibly Friday, October 30, 2009
Final selection	Tuesday, November 17, 2009

Any questions regarding this request shall be directed to Carl Woestwin, SPU's designated contact person, at (206) 684-4684 or carl.woestwin@seattle.gov.